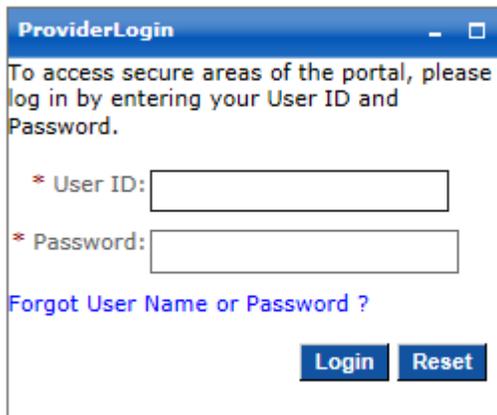
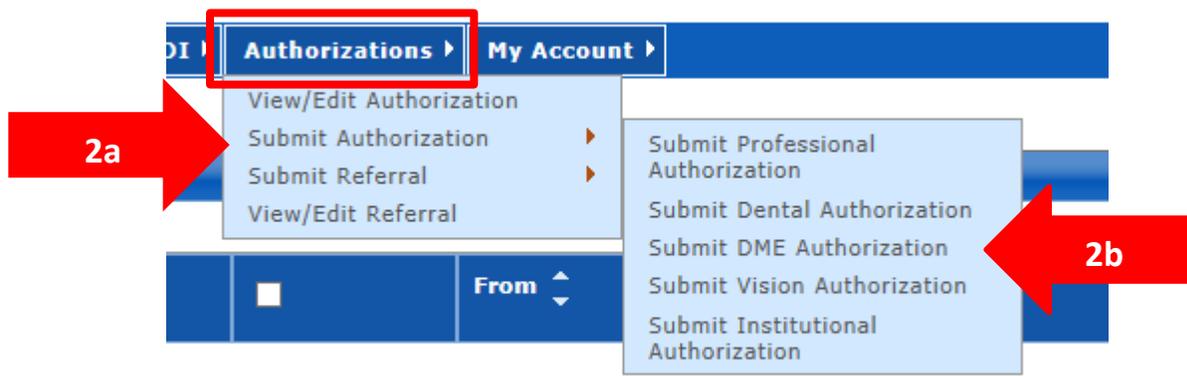

Service Authorization (SA) Fundamentals For Submission of Electronic Attachments in Health Enterprise (HE)

To submit an electronic attachment – follow the steps below:

1. Log in to the web portal with your username and password:



2. Choose Authorizations, Submit Authorization, and choose Submit DME Authorization:



3. Enter authorization – choose Save and then Submit. **Print the Confirmation Page.**

4. On the confirmation Page – choose Upload Attachment:

Line item Detail

Svc Cd	Description	Requested Cost/Units	SA Line Item Status
99213	Office/outpatient visit est	0.00/1.0	Pended

1 - 1 of 1

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[Print Submission Page](#) [Upload Attachment](#) [Submit Another SA](#) [SA Main Page](#)

5. Attachments of any kind can be uploaded:
Browse your computer for your file and add a file name under description and choose Save

5a.

5b.

5c.

6. Once file(s) has been added and saved, choose the Submit tab to receive the notification the e-attachment has been successfully Submitted as shown in the red box below. When all the files have been successfully submitted, choose the exit tab and it will return to the confirmation page.

6

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7. An attachment can be added even if the SA has been exited out. Just reopen the SA and follow the above instructions.
 8. The only time a provider should **not** attach documents is when the SA is no longer in the submitted status. The reason for this is the SA has either been approved, denied or voided. If the SA has been denied a new SA will need to be submitted and the required supporting documents attached.